

February 2010 -Town of Lancaster Assessor's Office

1. This notice is your advisement of your **2010 PRELIMINARY FULL VALUE ASSESSMENT**, effective July 1, 2010. **THIS IS NOT A BILL.** Please review these documents.
2. The **estimation of taxes is a projection only**, and is subject to change. **Tax rates are based on the current budgets. Special District Taxes are not included in the Town estimate. There is also no Estimate for Village Taxes.**
3. **Parcels with Outstanding Building Permits may receive a second notice in late April.**

INSTRUCTIONS

1. Carefully review the new property assessment.
2. If you find that the preliminary value listed approximates the current market value of your property, no action is required on your part. Property sales information and a listing of all preliminary assessments are available for your inspection to help you make a determination. These resources are available online at www.erie.gov/lancaster/ on the Assessors page, and in printed books at the Assessor's Office at 21 Central Ave, the Lancaster Public Library, 5466 Broadway or the Lancaster Senior Center, 100 Oxford Ave.
3. If you disagree, you are invited to apply for an Informal Assessment Review appointment.

STEPS FOR FILING AN INFORMAL ASSESSMENT REVIEW APPOINTMENT:

1. Review application forms and worksheets are available at each of the sites listed above, or can be downloaded from the town web site.
2. Research sales of SIMILAR properties via the sales books above or from the town web site. **Focus on homes of similar style, size, age and neighborhood. Focus on Sales of these comparable properties.**
3. Complete the Review Application and worksheet.
4. Informal Hearing Options: a) Informal Hearing- by appointment-see below for details
b) Non-hearing- mail your application and supporting documentation to:
Lancaster Assessor's Office
21 Central Ave, Lancaster, NY 14086/ ATTENTION: INFORMAL
Mail by March 30th, 2010
5. To schedule an appointment for an Informal Hearing, **CALL: 712-0254 before March 15th between 8AM and 8PM**
 - Informal Reviews will take place March 1st-March 19th. Evening and Saturday appointments will be available. All reviews will take place at the Lancaster Youth Bureau at 200 Oxford in Lancaster, or the Lancaster Senior Center at 100 Oxford.
 - Bring your Review Application and any other documentation (worksheet, photos etc) to the Informal Appointment
 - Special Arrangements can be made if you cannot attend one of the above sessions
6. Notices will be mailed the week of April 20th with decisions of Informal Review. For property Owners not satisfied with the Informal Value determination or unable to attend an informal, your next step will be a formal Grievance with the Board of Assessment Review (BAR). BAR applications must be filed by May 25th.Details on that will be though the Assessor's Office.